



Biggleswade Academy

Early Years Unfunded Fees - Payment Terms – effective 1st September 2021.

Fees

Unfunded Sessions provided above the Government Funded Nursery Education Entitlement will be charged as follows:

2 Year Olds - £5.95 per hour

3 & 4 Year Olds - £4.95 per hour (this rate applies from the term after a child's 3rd birthday)

If your child stays on over the lunch period there is also a lunch cover fee that will be charged on a pro rata basis depending on how long the lunch period is at the setting your child attends.

The costs of each session will be clearly indicated on your booking form and invoice.

Payment

Fees are invoiced in advance of each month and are payable by the last working day of the month preceding the care being provided i.e. December Invoices are due for payment by 30th November. If your child starts part way through a month you will receive an invoice immediately for the part-month. Where fees remain unpaid by the 5th day of the month we reserve the right to withdraw any non-funded hours immediately until payment is received. If fees remain unpaid by the 7th day of the month a £10 late payment fee will be levied per child.

Payment can be made by Bank Transfer quoting your invoice number as your reference. Our bank details are printed on the invoice. We also accept payments by Childcare Vouchers, from Tax Free Childcare Accounts, Cash and Cheques.

Attendance

Please note that where a child does not attend their scheduled sessions due to illness, or other days off at the choice of parent/carers (e.g. holidays), Early Years fees are NOT refunded.

On occasions where we are forced to close an Early Years setting due to reasons beyond our reasonable control we will issue a credit note for any Early Years unfunded sessions affected by this closure.

Bookings, admissions and staffing for our setting are managed on a termly basis and therefore any requests for changes to sessions will need to be made for the next admissions round.

In extraordinary circumstances, you may request a mid-term change, which may be granted if it is possible to do so. An administration fee may be charged in these circumstances.